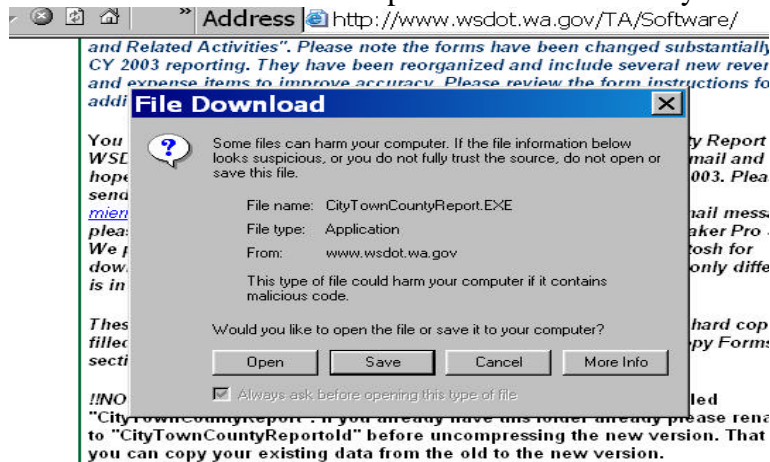


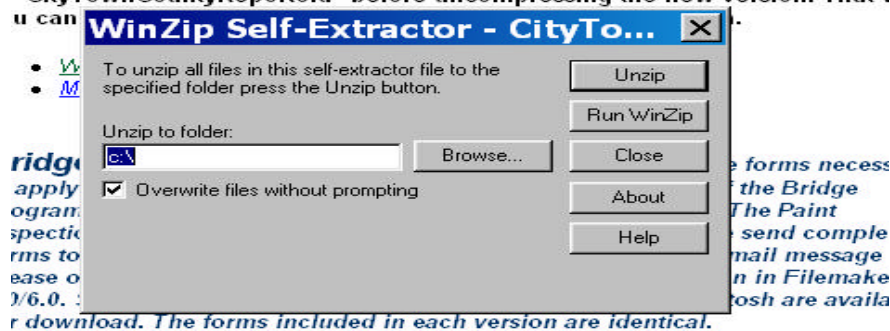
Steps to follow when submitting the City Street or County Road report electronically to WSDOT

1. At the WSDOT Highways and Local Programs website (<http://www.wsdot.wa.gov/TA/Software/>) and the Software Download Page, scroll 3/4 down to the County Road and City Street Forms section.
2. Click on the Windows or McIntosh version of the form software. The following screen will be displayed. **Please note** that many e-mail systems and firewalls guard against receipt of files with the .EXE extension. The City Street & County Road .EXE file is clean of viruses. It cannot accept or transmit viruses to your computer or workplace.



3. At the File Download box, select Open.
4. A warning about overwriting files will appear. Please read the warning for information on City Street/County Road report files that may be on your computer hard drive from previous years.
5. Next, the WinZip Self-Extractor box will appear (see below). Make sure the files are directed to your C: drive, then select Unzip. A download version of the current City Street and County Road report form created with the software Filemaker Pro will be transferred to your computer's C: drive.

NOTE: These compressed archives will uncompress to a folder called "CityTownCountyReport". If you already have this folder already please rename it to "CityTownCountyReportold" before uncompressing the new version. That way you can copy your existing data from the old to the new version.



NOTE: These compressed archives will uncompress to a folder called "BRIDGE" on your C:\ drive. If you already have this folder please rename it to

6. Go to the CityTownCountyReport folder on the C: drive. Open the folder and double-click on CityTownCountyReport.EXE. This should open a FileMaker Pro form with tabs for the City/Town Report, County Report, List View, and FHWA definition of preservation.
7. Click on the appropriate tab for either cities or counties and enter values directly onto the form. When you are finished, close the form (click on the X in the upper right corner of the screen). You can also access the form later to make changes or input new values by opening the file CityTownCountyReport.EXE. The values you entered will be automatically saved on the form as well as in a file labeled “333-009and333-010-CityTownCountyReport.CTC”. This file is in the CityTownCountyReport folder, and it is the one that should be submitted to WSDOT.
8. Insert the file with the .CTC extension in your e-mail to Nancy Richter richten@wsdot.wa.gov or Jim Miernyk miernyj@wsdot.wa.gov at WSDOT. The file is located in the CityTownCountyReport folder of your C: drive.
9. Thanks! We appreciate receiving the forms electronically.